

**POSITION:** CURATOR OF EDUCATION  
**LEVEL:** M-4 \$44,991 - \$54,880  
**DEPARTMENT:** ZOO

**FUNCTION:** Responsible for development and implementation of a comprehensive program of conservation and wildlife education utilizing a variety of media, Zoo staff and volunteers. Programs promote the Zoo, the community and regional conservation efforts.

**SUPERVISION RECEIVED:** Works under the supervision of the Director of Zoological Services.

**SUPERVISION EXERCISED:** Supervise Education Specialists and Zoo volunteers.

**RESPONSIBILITIES:** The Curator of Education is responsible for all aspects of the Education Department.

Oversees all operations of the Education Department with a focus on guest and in particular, child safety at the Zoo. Ensures that all educational facilities and equipment are well maintained and allows for a safe environment for guests of these facilities.

Develops and implements educational programs focused on recognized State and National standards particularly in the areas of biology, animal science, ecology, conservation and animal behavior.

Creates strong working relationships and collaboration with the Greater New Bedford educational community including primary, secondary, undergraduate and post-graduate programs and institutions.

On- and off-site delivery of educational programs that convey conservation or other concepts consistent with the Zoo's mission.

Develops conservation messaging and promotes environmental stewardship for guests of the Zoo and the greater community through quality formal and informal programming, interpretive and interactive development, seasonal Zoo Camp offerings, web-based activities, animal interaction, development of Zoo promotional deliverables and on-campus ecological studies.

Assists the Director of Zoological Services and Zoo Curator in the oversight of the Zoo's Animal Ambassadors' Program.

Works with the Director of Zoological Services and the Zoological Society in the development and administration of the Education Department's budget, including expenditures and revenue generation.

Develops a volunteer program for the purpose of delivering educational programs.

Develops and maintains a collection of educational resources, including, but not limited to, a variety of reference materials, animal artifacts, software, etc. for Zoo staff and visitors.

Represents the Zoo at local and National conservation education-related meetings, conferences and workshops. Expected to be actively involved and regularly present at industry-related events.

Assists the Director of Zoological Services in fund-raising and public relations initiatives including cultivation meetings. Involved in identifying and applying for grant funding for the Zoo's education programming.

Provides Unit C and weekend site coverage as needed.

Conducts guided Zoo tours.

Attends Zoo-related social events, and assists with Zoo meetings and events.

The Curator of Education may perform additional duties as determined by the Director of Zoological Services.

The above covers the most significant responsibilities of this position. It does not, however, exclude other occasional duties, the inclusion of which would be in conformity with the position.

**SPECIAL REQUIREMENTS:** Valid Massachusetts driver's license. Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

**QUALIFICATIONS:** Bachelor's Degree in Education or related field required. Master's Degree or higher with studies in biology/zoology or related field and/or work experience at a zoological or conservation focused institution preferred.

Minimum of three years of classroom experience and previous management experience.

Excellence in oral and written communication, organization and interpersonal relationships.

**TOOLS AND EQUIPMENT USED:** Computer, printer, copier, A/V equipment, motor vehicles and golf carts.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk, sit and talk or hear. The employee must occasionally lift and/or move up to twenty-five pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works in outside conditions.

The noise level is what is expected when a large group of children are present.

**SELECTION GUIDELINES:** Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.